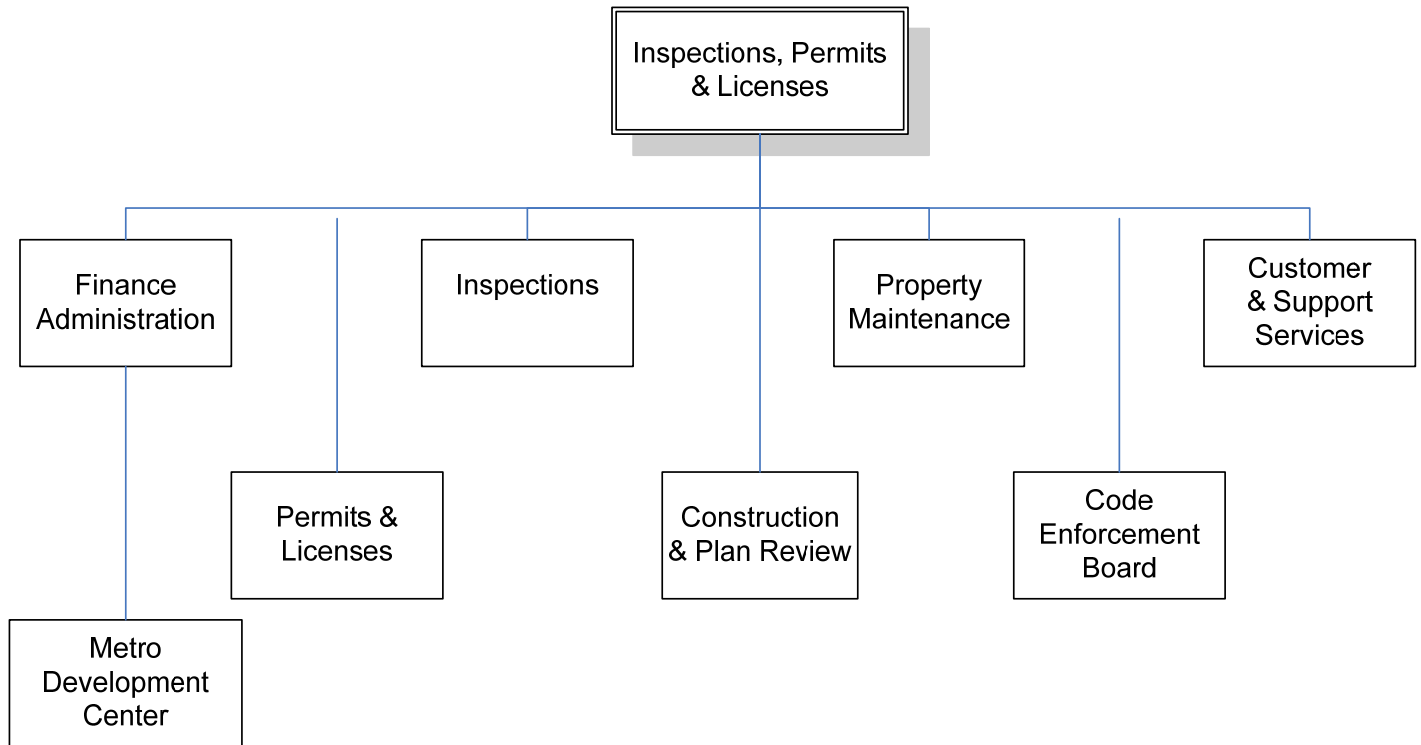




# Inspections, Permits & Licenses



## INSPECTIONS, PERMITS & LICENSES

### Department Mission

To promote public awareness of health and safety standards and provide quality service to the citizens of this community in the most prompt, efficient, thorough and professional manner.

### Programs and Services

#### Finance and Administration

To support the Inspection, Permit & License Department by preparing and monitoring the budget, accounting and purchasing activities; managing and monitoring contracts with outside vendors; ensuring all accounts payable and receivable are current and accurate; performing human resource and payroll type activities and performing regular audits of departments functions/activities to ensure full compliance with all Metro laws and general accounting, performance and auditing practices.

#### Permits and Licenses

To ensure compliance with all Local, State and Federal laws related to alcohol, adult entertainment, massage facilities, amusement dance halls, charitable solicitation, escort services, armed security guards, vendors, transportation, horse-drawn carriages, off-site automobile sales, special events, pyrotechnics and pawn brokers prior to the issuance or renewal of any license or permit; performing records management and retrieval for permits and licenses; and processing all citations, violation letters, orders generated by Metro Police related to these activities and coordinating, documenting and holding administrative hearings to adjudicate these citations and violations.

#### Inspections

To ensure compliance with Kentucky Building and Residential codes and Land Development Code by monitoring and inspecting all changes and upgrades of structural, electrical, Heating, Ventilation and Air Conditioning (HVAC), elevator, and plumbing installations/systems in existing buildings, as well as all new construction and its related components; and by providing technical assistance to design professionals, contractors, the general public and other government agencies.

## INSPECTIONS, PERMITS & LICENSES

### Programs and Services (continued)

#### **Construction and Plan Review**

To protect the public health and safety by ensuring compliance with Kentucky Building and Residential Codes and Land Development Codes, performing construction, site and architectural plan reviews, and by ensuring compliance with historic preservation, overlays and urban renewal requirements.

#### **Property Maintenance**

To ensure the safety, maintenance and proper use of commercial and residential buildings by inspecting, issuing violation notices/citations and fines for violations discovered and/or not corrected; and to abate illegal, unsafe, unhealthy and dangerous conditions within our community through code enforcement and demolition programs.

#### **Customer and Support Services**

To support department operations by providing operational and clerical support; answering and routing all calls for service; processing and issuing licenses and permits required by state and local laws relating to construction and building use; receiving and distributing all mailings; maintaining, archiving and retrieving department records; administering the Public Nuisance and Noise ordinances in conjunction with Metro Police and monitoring all calls for service received via MetroCall to ensure prompt and quality response.

#### **Code Enforcement Board**

To provide citizens an opportunity to appeal violations notices or citations received by them for violations of the various Metro ordinances that utilize the Code Enforcement Board as its appellate body.

#### **Metro Development Center**

To support Metro Development Center operations by providing operational support for all agencies (Inspection, Permits and Licenses, Planning & Design, Public Works, Metropolitan Sewer District, Louisville Water Company, Air Pollution Control District, Health, State plumbing & elevator plan review) located in the development center to ensure a streamlined multi-agency one stop/start shop facility for development reviews, permits and licenses to meet the needs of Developers, Contractors, Design Professionals, Home Owners & the Public.

## INSPECTIONS, PERMITS & LICENSES

### Goals & Indicators

- Ensure public safety by making sure that the construction of new buildings and additions/modifications to existing buildings meet current Kentucky Building and Residential Codes, as well as the Land Development Code.
- Ensure public safety by making sure that structural, electrical, plumbing/mechanical and other building systems installations meet current building, electrical and mechanical codes
- Ensure that citizens in Metro Louisville have sanitary and safe living conditions in their homes and neighborhoods by enforcing the Property Maintenance and Land Development Codes.
- Ensure that local, state and federal laws are being followed in regards to the sale and consumption of alcohol beverages and by businesses and individuals that provide public transportation, adult entertainment, vending and special event services, etc., by issuing permits and licenses for these activities and to ensure that all enforcement relative to these licensing and permitting activities is processed in the most expeditious and accurate manner possible.
- Provide excellent customer service to our customers, both external and internal.
- Ensure that the Code Enforcement Board processes all appeals of violation notices and citations timely and efficiently.
- Ensure that the services provided to the internal and external customers of the Development Center are as friendly, professional, efficient and coordinated as possible.

**Inspections, Permits &  
Licenses**
**Budget Summary**

	<b>Prior Year Actual 2004-2005</b>	<b>Original Budget 2005-2006</b>	<b>Revised Budget 2005-2006</b>	<b>Mayor's Recommended 2006-2007</b>	<b>Council Approved 2006-2007</b>
General Fund Appropriation	6,317,200	6,909,300	6,909,300	6,508,800	6,508,800
Agency Receipts	423,000	480,400	505,400	486,100	486,100
Federal Grants	1,408,600	1,662,500	1,798,200	1,712,500	1,712,500
Total Revenue:	8,148,800	9,052,200	9,212,900	8,707,400	8,707,400
Personal Services	6,432,700	6,922,700	6,922,700	6,831,500	6,831,500
Contractual Services	928,900	1,069,800	1,114,100	1,174,800	1,174,800
Supplies	91,800	110,200	110,200	105,700	105,700
Equipment/Capital Outlay	30,000	59,600	220,300	10,900	10,900
Interdepartment Charges	512,100	889,900	845,600	584,500	584,500
Total Expenditure:	7,995,500	9,052,200	9,212,900	8,707,400	8,707,400
Expenditures By Activity					
Director's Office	155,500	154,800	156,000	193,400	193,400
Finance & Administration	328,300	633,700	696,900	549,900	549,900
Permits & Licenses	356,700	374,800	377,300	353,000	353,000
Inspection	2,734,400	2,991,000	2,989,800	2,697,200	2,697,200
Construction & Plan Review	789,300	822,500	822,500	872,400	872,400
Property Maintenance	2,962,800	3,310,300	3,405,300	3,182,700	3,182,700
Customer & Support Services	668,500	765,100	765,100	858,800	858,800
Total Expenditure:	7,995,500	9,052,200	9,212,900	8,707,400	8,707,400

		<b>Position Detail</b>	
<b>Inspections, Permits &amp; Licenses</b>		Mayor's Recommended FY2006-2007	Council Approved FY2006-2007
<b>Position Allocation (in Full-Time Equivalents)</b>			
Full-Time		141	141
Permanent Part-Time		0	0
Seasonal/Other	(Board Members)	3	3
<b>Total Positions</b>		<b>144</b>	<b>144</b>
<b>PROGRAMS</b>			
<b>Director</b>			
Full-Time		3	3
Permanent Part-Time		0	0
Seasonal/Other		0	0
<b>Total Positions</b>		<b>3</b>	<b>3</b>
Title			
Director		1	1
Administrative Coordinator		1	1
Executive Assistant		1	1
<b>Finance &amp; Administration</b>			
Full-Time		5	5
Permanent Part-Time		0	0
Seasonal/Other		3	3
<b>Total Positions</b>		<b>8</b>	<b>8</b>
Title			
Assistant Director		1	1
Business Manager I		1	1
Administrative Coordinator		1	1
Administrative Asst		2	2
Board Member		3	3
<b>Permits &amp; Licenses</b>			
Full-Time		8	8
Permanent Part-Time		0	0
Seasonal/Other		0	0
<b>Total Positions</b>		<b>8</b>	<b>8</b>
Title			
Permit/License Supvsr		1	1
Permit/License Assistant		7	7

**Inspection**

Full-Time	45	45
Permanent Part-Time	0	0
Seasonal/Other	0	0
<b>Total Positions</b>	<b>45</b>	<b>45</b>
<b>Title</b>		
Building Inspection Supvsr	1	1
Building Inspector II	1	1
Building Inspector I	7	7
Commercial Building Inspector	4	4
Electrical Inspection Supvsr	1	1
Electrical Inspector II	1	1
Electrical Inspector I	3	3
Electrical & Residentl Inspctr	9	9
Hvac Inspection Supvsr	1	1
Hvac Inspector II	1	1
Hvac Inspector I	3	3
Hvac Inspector	6	6
Plumbing Inspection Supvsr	1	1
Plumbing Inspector II	1	1
Plumbing Inspector I	2	2
Elevator Inspection Supvsr	1	1
Elevator Inspector	2	2

**Construction & Plan Review**

Full-Time	15	15
Permanent Part-Time	0	0
Seasonal/Other	0	0
<b>Total Positions</b>	<b>15</b>	<b>15</b>
<b>Title</b>		
Assistant Director	1	1
Hist Preserv & Zoning Officer	1	1
Permit Writer	1	1
Plan Review Manager	1	1
Plan Review Coordinator	1	1
Plan Review Supvsr	1	1
Commercial Plan Reviewer II	1	1
Commercial Plan Reviewer I	3	3
Residential Plan Reviewer II	1	1
Resid & Light Com Plan Rev I	3	3
Commercial Building Inspector	1	1

**Property Maintenance**

Full-Time	44	44
Permanent Part-Time	0	0
Seasonal/Other	0	0
<b>Total Positions</b>	<b>44</b>	<b>44</b>
<b>Title</b>		
Executive Administrator	1	1
Administrative Supvsr II	1	1
Administrative Supvsr I	1	1
Administrative Specialist	3	3
Code Enforcement Supvsr	4	4
Code Enfrcmnt Off II	13	13
Code Enfrcmnt Off I	21	21

**Customer & Support Services**

Full-Time	21	21
Permanent Part-Time	0	0
Seasonal/Other	0	0
<b>Total Positions</b>	<b>21</b>	<b>21</b>
<b>Title</b>		
Info Systems Supvsr	1	1
Info Systems Technician	1	1
Administrative Supvsr II	1	1
Administrative Coordinator	1	1
Administrative Supvsr I	1	1
Administrative Asst	2	2
Administrative Clerk	7	7
Clerk Typist II	1	1
Clerk Typist I	1	1
Permit/License Supvsr	1	1
Permit/License Assistant	1	1
Clerk	1	1
Receptionist	1	1
Info Processing Clerk	1	1